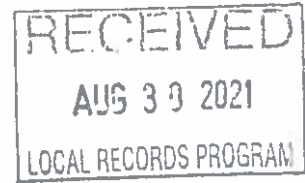


TRIGG COUNTY CLERK



CARMEN FINLEY
P.O. BOX 1310
CADIZ, KY 42211
PHONE: 270-522-6661
FAX: 270-522-6662



August 25, 2021

Kentucky Department for Libraries & Archives
ATTN: KDLA Grant Administrator
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

Dear KDLA Grant Administrator.

Thank you for the opportunity to apply for the FY2022 Cycle 2 Grant. Please find the attached Application and necessary information.

I look forward to earning this grant! If you have any questions or require further information, please advise me.

Thank you again!

Sincerely,

A handwritten signature in blue ink that reads "Carmen Finley".

Carmen Finley
Trigg County Clerk

GRANT

APPLICATION



Kentucky Department for Libraries and Archives
Local Records Program



Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

Trigg County Clerk

Applicant Name:
(Records Custodian/Officer)

Carmen Finley

Applicant Title:

Trigg County Clerk

Primary Point of Contact:

Carmen Finley

Office Address:

P.O. Box 1310, 38 Main Street

Cadiz, KY 42211

Phone Number:
(Including area code)

270-522-6661

Email Address:

carmen.finley@ky.gov

Federal ID Number:

61-0852090

Project Summary

Total Funds Requested: \$ 38,573.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

As County Clerk, we are the keepers of all county permanent records for such recordings as deeds, marriage records, wills, and miscellaneous records. In 2020 we completed the digital scanning of all the deeds and plats in Trigg County for public research. Many other records still need to be available for research digitally for online and in-person research. We are applying for this grant to scan, index, and upload our marriage, wills, and miscellaneous records to make them available for public use and easy access. We would also like update our microfilming records. This will preserve all of the most researched records in our county and allow for a permanent off-site back-up.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: Indexing Records to CCLIX Software

Vendor: Software Management, LLC
Vendor Contact: Jackie Arnold
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299-2417
Vendor Phone and Email: jarnold@smllc.us

Records	Date	Series	Cost
Index 5 Miscellaneous Books	1945-1974	L1753	\$26,828.00
Index 9 Will Books	1820-1980	L1315	
Index 19 Marriage Books	1820-1984	L1234	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			\$26,828.00

Section II

Purpose: Scanning Records to CCLIX Software

Vendor: Software Managment, LLC
Vendor Contact: Jackie Arnold
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299-2417
Vendor Phone and Email: jarnold@smllc.us

Records	Date	Series	Cost
Scan 5 Miscellaneous Record Books	1945-1973	L1753	\$9,875.00
Scan 14 Will Books	1820-1868	L1315	
Scan 53 Marriage Books	1820-1914	L1234	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			\$9,875.00



Kentucky Department for Libraries and Archives Local Records Program

Section III

Purpose: Import indexing and scanning to CCLIX Software for public access

Vendor: Software Management, LLC
Vendor Contact: Jackie Arnold
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299-2417
Vendor Phone and Email: jarnold@smllc.us

Records	Date	Series	Cost
Import 48,635,000 images and 18,241 recorded document indexes-Misc.	2012-2020	L1753	\$625.00
Will Books	2012-2019	L1315	
Marriage Books	2001-2020	L1234	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			\$625.00

Section IV

Purpose: Convert digital images to 16mm security microfilm

Vendor: Software Management, LLC
Vendor Contact: Jackie Arnold
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299-2417
Vendor Phone and Email: jarnold@smllc.us

Records	Date	Series	Cost
Miscellaneous Books--Vols. 71-90 (16,500 images)	2012-2020	L1753	\$1,245.00
Will Books--Vols. 30-33 (3,400 images)	2012-2019	L1315	
Marriage Books--Vols. 45-52	2001-2020	L1234	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section IV Cost			\$1,245.00

** Please Attach Additional Sections, if needed**



Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☒ Microfiche ☐ Aperture Cards ☐ Plats ☐

Other: _____

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

These records are located in books in an old bank vault at the Trigg County Clerk's office, 38 Main Street, Cadiz, KY 42211. The vault is climate controlled and fire-resistant with adequate storage space and is locked each night. During the day, we have cameras and staff available to watch the records.

Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The purpose of this grant is to preserve Trigg County's records while allowing digital access for easier look-up. This will prevent the mishandling of our permanent records and keep the records clean and safe for years to come. It will also allow researchers and staff easier access to the information.



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

Our Recording Deputies record all records in our purchased CCLIX software. When we are not busy, we index and scan old records. We follow the records retention schedules and keep inactive records cleaned-out to allow room for active files and permanent records. We have monthly staff meetings with discussions and training on records management. Each department has a copy of the Local Records Management Schedule and we follow it. We mark Banker's boxes of records with the destruction date and shred or dispose of them according to the schedule. In Motor Vehicle, when we receive notification of destruction of records, we dispose of them and send our destruction form to Kentucky Department of Library and Archives.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

Our records are available in our office and online from our software provider Software Management, LLC. Researchers can come to our office and physically research through our books or by using one of our five computer work-stations. They may also research online through eCCLIX.com. All of our records from 1820 to current are available for research daily from 8:00 am to 4:00 pm. All deeds are scanned and indexed in our computer system and many of our records are available online.

Additional information/comments:

This grant will allow us to have all researchable documents available online.

Did you work with your Regional Administrator (RA) when completing this application? What records management assistance did the RA provide to your agency?

I worked with our Regional Administrator, Rebecca Halbmaier from start to finish with this application. She visited our office and provided some direction and enthusiasm for the way we want to make our records available for the public. She suggested that I apply for this grant in sections and agreed that this grant would be important going forward in allowing access to researchers and providing protection and preservation of these old records.



Kentucky Department for Libraries and Archives Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Local Government Authorized Official Signature

Printed Name and Title

Date

Carmen Finley

Official Custodian of Records

Carmen Finley, Trigg County Clerk

Printed Name and Title

August 25, 2021

Date

INVITATIONS TO BID

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Wednesday, August 11, 2021 2:18 PM
To: Charles Bolton
Subject: Grant Invitation to bid Correction

It was great meeting you yesterday, Charles!

I know that you are working on the quote for our grant bid. Instead of having 7 sections, I want to change the section breakdown to 4 sections as follows:

Section 1: Indexing
Section 2: Scanning
Section 3: Uploading to our software and copying for KDLA & give us a hardcopy
Section 4: Microfilming

When you quote us, please quote this way.

Thank you for all you are doing for us. If you have any questions or require further information, please advise me.

I look forward to hearing from you soon!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Thursday, July 22, 2021 3:13 PM
To: 'mike.howser@avenueinsights.com'
Subject: FW: Invitation to Bid Proposal
Attachments: FY2022 Cycle 2 Invitation to Bid.pdf; FY2022 Cycle 1 Book Bid List.xlsx
Importance: High

Good afternoon, Mike!

I am writing you to extend an invitation to bid on the digitizing, indexing and microfilming of some of Trigg County records. I have attached the Invitation for Bid Proposal.

In addition, I have attached a spreadsheet of the books that we need to have scanned, indexed, and microfilmed. As you may know, KDLA has asked that you make an on-site visit to review these records.

We look forward to hearing from you!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

INVITATION FOR BID PROPOSAL

The Office of the Trigg County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images and indexes created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2022 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 23, 2021 to be considered.


Signature/Title

Carmen Finley
Printed Name

July 22, 2021
Date

FY20222 Grant Invitation to Bid

Section #	Book#	Date Range	# Pages
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Miscellaneous Books to be Scanned (Already Indexed)

1	MC 5	1973-1974	307	Removable	11-1/2 x 18"
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Miscellaneous Books

2 to be scanned & Indexed

MC4	1970-1973	608	Removable	11-1/2 x 18"
MC3	1966-1970	638	Removable	11-1/2 x 18"
MC2	1959-1965	640	Removable	11-1/2 x 18"
MC1	1945-1961	640	Removable	11-1/2 x 18"

3 Will Books to be scanned & Indexed

A1	1820-1835	228	Removable	17-1/4 x 12-1/4
A2	1820-1835	458	Removable	17-1/4 x 12-1/4
B	1835-1843	476	Removable	18 x 11-1/2"
C1	1843-1851	275	Removable	17-1/4 x 12-1/4
C2	1843-1851	562	Removable	17-1/4 x 12-1/4
D	1851-1855	638	this book is indexed thru pg. 69	
E	1855-1860	643	Removable	10-1/2 x 16-1/2
F	1860-1865	560	Removable	10-1/2 x 16-1/2
G	1865-1868	554	Stitched	11-1/2 x 17-3/4

4 Will Books to be scanned (already indexed)

H	1868-1871	562	Removable	11 x 17-1/2
I	1875-1922	639	Removable	11 x 17-1/2
J	1875-1922	479	Removable	10-1/4 x 15-3/4
K	1922-1968	600	Removable	11-1/2 x 18
L	1968-1980	604	Removable	11-1/2 x 18

Marriage Books

5 to be Indexed & Scanned

1	1820-1857	90	Encapsulated	12-3/4 x 8-1/2
2A	1853-1857	238	Encapsulated	12-3/4 x 8-1/2
2B	1871-1875	450	Stitched	13-3/4 x 8-1/2
3A	1857-1860	475	Removable	14-1/2 x 9-1/2
3B	1875-1881	241	Stitched	7-1/2 x 12
4A	1860-1864	457	Stitched	7-1/2 x 12
4B	1881-1885	228	Stitched	7-1/2 x 12
5	1864-1867	476	Stitched	7-1/2 x 12
Colored	1866-1877	177	Removable	9 x 12-3/4
6	1867-1869	335	Removable	9 x 14
7A	1869-1873	440	Stitched	8-1/2 x 13-1/2
	1881-1908	236	Stitched	8-1/2 x 13-1/2
	1885-1889	377	Removable	9-1/2 x 14-1/2
	1889-1901	240	Stitched	8-1/2 x 13-1/2
7 Colored	1901-1906	395	Stitched	8-1/2 x 13-1/2
8 Colored	1906-1908	400	Stitched	8-1/2 x 13-1/2
Colored	1910-1914	309	Stitched	8-1/2 x 13-1/2
9	1869-1888	391	Removable	11-1/2 x 18
MAR10W	1888-1914	451	Removable	16-1/2 x 11-1/2

Book#	Date Range	# Pages
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Marriage Books

6 to be Scanned (already indexed)

16 Colored	1940-1966	118	Stitched	15-1/2 x 10-1/2"
17 White	1924-1927	120	Stitched	15-1/2 x 10-1/2"
17 Wh/Col	1966-1973	125	Stitched	15-1/2 x 10-1/2"
18 White	1927-1929	120	Stitched	15-1/2 x 10-1/2"
19 White	1929-1931	120	Stitched	15-1/2 x 10-1/2"
20 White	1931-1932	120	Stitched	15-1/2 x 10-1/2"
21 White	1932-1934	120	Stitched	15-1/2 x 10-1/2"
22 White	1934-1935	120	Stitched	15-1/2 x 10-1/2"
23 White	1935-1940	500	Stitched	15-1/2 x 10-1/2"
24 White	1940-1958	498	Stitched	15-1/2 x 10-1/2"
25 White	1958-1960	120	Stitched	15-1/2 x 10-1/2"
26 White	1960-1962	125	Stitched	15-1/2 x 10-1/2"
28 White	1964-1966	126	Stitched	15-1/2 x 10-1/2"
29 White	1967-1969	126	Stitched	15-1/2 x 10-1/2"
30 White	1969-1970	126	Stitched	15-1/2 x 10-1/2"
31 White	1970-1972	125	Stitched	15-1/2 x 10-1/2"
32	1973-1975	125	Stitched	15-1/2 x 10-1/2"
33	1975-1977	126	Stitched	15-1/2 x 10-1/2"
34	1977-1978	125	Stitched	15-1/2 x 10-1/2"
35	1978-1980	125	Stitched	15-1/2 x 10-1/2"
36	1980-1983	125	Stitched	15-1/2 x 10-1/2"
37	1983-1984	117	Stitched	15-1/2 x 10-1/2"
11C	1917-1918	52	Stitched	13-1/2 x 18-1/2
12C	1918-1922	120	Stitched	15-1/2 x 10-1/2"
12W	1909-1910	480	Stitched	13-1/2 x 18-1/2
13 C	1922-1927	120	Stitched	10-1/2 x 15-1/2
13 W	1916-1918	83	Stitched	8-1/2 x 13-1/2"
14 C	1928-1933	120	Stitched	15-1/2 x 10-1/2"
14 W	1918-1920	120	Stitched	15-1/2 x 10-1/2"
15 C	1933-1940	120	Stitched	15-1/2 x 10-1/2"
15 W	1920-1922	52	Stitched	15-1/2 x 10-1/2"
16 W	1922-1924	120	Stitched	15-1/2 x 10-1/2"
27 W	1962-1964	125	Stitched	15-1/2 x 10-1/2"
MAR1914C	1914-1916	86	Stitched	19-1/4 x 8-1/4

7

Microfilming

Miscellaneous Books	71-90
Will Books	30-33
Marriage Books	45-52

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Wednesday, August 11, 2021 2:19 PM
To: Joe Powers
Subject: Grant Invitation to bid Changes

Good afternoon, Joel

I know that you are working on the quote for our grant bid. Instead of having 7 sections, I want to change the section breakdown to 4 sections as follows:

Section 1: Indexing
Section 2: Scanning
Section 3: Uploading to our software and copying for KDLA & give us a hardcopy
Section 4: Microfilming

When you quote us, please quote this way.

Thank you for all you are doing for us. If you have any questions or require further information, please advise me.

I look forward to seeing you next week!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Thursday, July 22, 2021 3:20 PM
To: Support@CourthouseComputerSystems.com
Subject: FW: Invitation to Bid Proposal
Attachments: FY2022 Cycle 2 Invitation to Bid.pdf; FY2022 Cycle 1 Book Bid List.xlsx

Importance: High

Good afternoon!

I am writing you to extend an invitation to bid on the digitizing, indexing and microfilming of some of Trigg County records. I have attached the Invitation for Bid Proposal.

In addition, I have attached a spreadsheet of the books that we need to have scanned, indexed, and microfilmed. As you may know, KDLA has asked that you make an on-site visit to review these records.

We look forward to hearing from you!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

INVITATION FOR BID PROPOSAL

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Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images and indexes created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
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12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 23, 2021 to be considered.


Signature/Title

Carmen Finley
Printed Name

July 22, 2021
Date

FY20222 Grant Invitation to Bid

Section #	Book#	Date Range	# Pages
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Miscellaneous Books to be Scanned (Already Indexed)

1	MC 5	1973-1974	307	Removable	11-1/2 x 18"
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Miscellaneous Books

2 to be scanned & Indexed

MC4	1970-1973	608	Removable	11-1/2 x 18"
MC3	1966-1970	638	Removable	11-1/2 x 18"
MC2	1959-1965	640	Removable	11-1/2 x 18"
MC1	1945-1961	640	Removable	11-1/2 x 18"

3 Will Books to be scanned & Indexed

A1	1820-1835	228	Removable	17-1/4 x 12-1/4
A2	1820-1835	458	Removable	17-1/4 x 12-1/4
B	1835-1843	476	Removable	18 x 11-1/2"
C1	1843-1851	275	Removable	17-1/4 x 12-1/4
C2	1843-1851	562	Removable	17-1/4 x 12-1/4
D	1851-1855	638	this book is indexed thru pg. 69	
E	1855-1860	643	Removable	10-1/2 x 16-1/2
F	1860-1865	560	Removable	10-1/2 x 16-1/2
G	1865-1868	554	Stitched	11-1/2 x 17-3/4

4 Will Books to be scanned (already indexed)

H	1868-1871	562	Removable	11 x 17-1/2
I	1875-1922	639	Removable	11 x 17-1/2
J	1875-1922	479	Removable	10-1/4 x 15-3/4
K	1922-1968	600	Removable	11-1/2 x 18
L	1968-1980	604	Removable	11-1/2 x 18

Marriage Books

5 to be Indexed & Scanned

1	1820-1857	90	Encapsulated	12-3/4 x 8-1/2
2A	1853-1857	238	Encapsulated	12-3/4 x 8-1/2
2B	1871-1875	450	Stitched	13-3/4 x 8-1/2
3A	1857-1860	475	Removable	14-1/2 x 9-1/2
3B	1875-1881	241	Stitched	7-1/2 x 12
4A	1860-1864	457	Stitched	7-1/2 x 12
4B	1881-1885	228	Stitched	7-1/2 x 12
5	1864-1867	476	Stitched	7-1/2 x 12
Colored	1866-1877	177	Removable	9 x 12-3/4
6	1867-1869	335	Removable	9 x 14
7A	1869-1873	440	Stitched	8-1/2 x 13-1/2
	1881-1908	236	Stitched	8-1/2 x 13-1/2
	1885-1889	377	Removable	9-1/2 x 14-1/2
	1889-1901	240	Stitched	8-1/2 x 13-1/2
7 Colored	1901-1906	395	Stitched	8-1/2 x 13-1/2
8 Colored	1906-1908	400	Stitched	8-1/2 x 13-1/2
Colored	1910-1914	309	Stitched	8-1/2 x 13-1/2
9	1869-1888	391	Removable	11-1/2 x 18
MAR10W	1888-1914	451	Removable	16-1/2 x 11-1/2

Book#	Date Range	# Pages
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Marriage Books

6 to be Scanned (already indexed)

16 Colored	1940-1966	118	Stitched	15-1/2 x 10-1/2"
17 White	1924-1927	120	Stitched	15-1/2 x 10-1/2"
17 Wh/Col	1966-1973	125	Stitched	15-1/2 x 10-1/2"
18 White	1927-1929	120	Stitched	15-1/2 x 10-1/2"
19 White	1929-1931	120	Stitched	15-1/2 x 10-1/2"
20 White	1931-1932	120	Stitched	15-1/2 x 10-1/2"
21 White	1932-1934	120	Stitched	15-1/2 x 10-1/2"
22 White	1934-1935	120	Stitched	15-1/2 x 10-1/2"
23 White	1935-1940	500	Stitched	15-1/2 x 10-1/2"
24 White	1940-1958	498	Stitched	15-1/2 x 10-1/2"
25 White	1958-1960	120	Stitched	15-1/2 x 10-1/2"
26 White	1960-1962	125	Stitched	15-1/2 x 10-1/2"
28 White	1964-1966	126	Stitched	15-1/2 x 10-1/2"
29 White	1967-1969	126	Stitched	15-1/2 x 10-1/2"
30 White	1969-1970	126	Stitched	15-1/2 x 10-1/2"
31 White	1970-1972	125	Stitched	15-1/2 x 10-1/2"
32	1973-1975	125	Stitched	15-1/2 x 10-1/2"
33	1975-1977	126	Stitched	15-1/2 x 10-1/2"
34	1977-1978	125	Stitched	15-1/2 x 10-1/2"
35	1978-1980	125	Stitched	15-1/2 x 10-1/2"
36	1980-1983	125	Stitched	15-1/2 x 10-1/2"
37	1983-1984	117	Stitched	15-1/2 x 10-1/2"
11C	1917-1918	52	Stitched	13-1/2 x 18-1/2
12C	1918-1922	120	Stitched	15-1/2 x 10-1/2"
12W	1909-1910	480	Stitched	13-1/2 x 18-1/2
13 C	1922-1927	120	Stitched	10-1/2 x 15-1/2
13 W	1916-1918	83	Stitched	8-1/2 x 13-1/2"
14 C	1928-1933	120	Stitched	15-1/2 x 10-1/2"
14 W	1918-1920	120	Stitched	15-1/2 x 10-1/2"
15 C	1933-1940	120	Stitched	15-1/2 x 10-1/2"
15 W	1920-1922	52	Stitched	15-1/2 x 10-1/2"
16 W	1922-1924	120	Stitched	15-1/2 x 10-1/2"
27 W	1962-1964	125	Stitched	15-1/2 x 10-1/2"
MAR1914	1914-1916	86	Stitched	19-1/4 x 8-1/4

7 Microfilming

Miscellaneous Books	71-90
Will Books	30-33
Marriage Books	45-52

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Wednesday, August 11, 2021 2:21 PM
To: Jackie Arnold; Guy Zeigler
Subject: FW: Grant Invitation to bid Changes

Good afternoon, Jackie & Guy!

It was great seeing you today. As discussed, instead of having 7 sections, I want to change the section breakdown to 4 sections as follows:

Section 1: Indexing
Section 2: Scanning
Section 3: Uploading to our software and copying for KDLA & give us a hardcopy
Section 4: Microfilming

When you quote us, please quote this way.

Thank you for all you are doing for us. If you have any questions or require further information, please advise me.

I look forward to seeing you next week!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Thursday, July 22, 2021 3:09 PM
To: Stuart Baird (sbaird@smilc.us)
Subject: Invitation to Bid Proposal
Attachments: FY2022 Cycle 2 Invitation to Bid.pdf; FY2022 Cycle 1 Book Bid List.xlsx

Importance: High

Good afternoon, Stuart!

I am writing you to extend an invitation to bid on the digitizing, indexing and microfilming of some of Trigg County records. I have attached the Invitation for Bid Proposal.

In addition, I have attached a spreadsheet of the books that we need to have scanned, indexed, and microfilmed. As you may know, KDLA has asked that you make an on-site visit to review these records.

We look forward to hearing from you!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

INVITATION FOR BID PROPOSAL

The Office of the Trigg County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images and indexes created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2022 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 23, 2021 to be considered.


Signature/Title

Carmen Finley
Printed Name

July 22, 2021
Date

FY20222 Grant Invitation to Bid

Section #	Book#	Date Range	# Pages
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Miscellaneous Books to be Scanned (Already Indexed)

1	MC 5	1973-1974	307	Removable	11-1/2 x 18"
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Miscellaneous Books

to be scanned & Indexed

2	MC4	1970-1973	608	Removable	11-1/2 x 18"
	MC3	1966-1970	638	Removable	11-1/2 x 18"
	MC2	1959-1965	640	Removable	11-1/2 x 18"
	MC1	1945-1961	640	Removable	11-1/2 x 18"

3 Will Books to be scanned & Indexed

A1	1820-1835	228	Removable	17-1/4 x 12-1/4
A2	1820-1835	458	Removable	17-1/4 x 12-1/4
B	1835-1843	476	Removable	18 x 11-1/2"
C1	1843-1851	275	Removable	17-1/4 x 12-1/4
C2	1843-1851	562	Removable	17-1/4 x 12-1/4
D	1851-1855	638	this book is indexed thru pg. 69	
E	1855-1860	643	Removable	10-1/2 x 16-1/2
F	1860-1865	560	Removable	10-1/2 x 16-1/2
G	1865-1868	554	Stitched	11-1/2 x 17-3/4

4 Will Books to be scanned (already indexed)

H	1868-1871	562	Removable	11 x 17-1/2
I	1875-1922	639	Removable	11 x 17-1/2
J	1875-1922	479	Removable	10-1/4 x 15-3/4
K	1922-1968	600	Removable	11-1/2 x 18
L	1968-1980	604	Removable	11-1/2 x 18

Marriage Books

5 to be Indexed & Scanned

1	1820-1857	90	Encapsulated	12-3/4 x 8-1/2
2A	1853-1857	238	Encapsulated	12-3/4 x 8-1/2
2B	1871-1875	450	Stitched	13-3/4 x 8-1/2
3A	1857-1860	475	Removable	14-1/2 x 9-1/2
3B	1875-1881	241	Stitched	7-1/2 x 12
4A	1860-1864	457	Stitched	7-1/2 x 12
4B	1881-1885	228	Stitched	7-1/2 x 12
5	1864-1867	476	Stitched	7-1/2 x 12
Colored	1866-1877	177	Removable	9 x 12-3/4
6	1867-1869	335	Removable	9 x 14
7A	1869-1873	440	Stitched	8-1/2 x 13-1/2
	1881-1908	236	Stitched	8-1/2 x 13-1/2
	1885-1889	377	Removable	9-1/2 x 14-1/2
	1889-1901	240	Stitched	8-1/2 x 13-1/2
7 Colored	1901-1906	395	Stitched	8-1/2 x 13-1/2
8 Colored	1906-1908	400	Stitched	8-1/2 x 13-1/2
Colored	1910-1914	309	Stitched	8-1/2 x 13-1/2
9	1869-1888	391	Removable	11-1/2 x 18
MAR10W	1888-1914	451	Removable	16-1/2 x 11-1/2

Book#	Date Range	# Pages
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Marriage Books

6 to be Scanned (already indexed)

16 Colored	1940-1966	118	Stitched	15-1/2 x 10-1/2"
17 White	1924-1927	120	Stitched	15-1/2 x 10-1/2"
17 Wh/Col	1966-1973	125	Stitched	15-1/2 x 10-1/2"
18 White	1927-1929	120	Stitched	15-1/2 x 10-1/2"
19 White	1929-1931	120	Stitched	15-1/2 x 10-1/2"
20 White	1931-1932	120	Stitched	15-1/2 x 10-1/2"
21 White	1932-1934	120	Stitched	15-1/2 x 10-1/2"
22 White	1934-1935	120	Stitched	15-1/2 x 10-1/2"
23 White	1935-1940	500	Stitched	15-1/2 x 10-1/2"
24 White	1940-1958	498	Stitched	15-1/2 x 10-1/2"
25 White	1958-1960	120	Stitched	15-1/2 x 10-1/2"
26 White	1960-1962	125	Stitched	15-1/2 x 10-1/2"
28 White	1964-1966	126	Stitched	15-1/2 x 10-1/2"
29 White	1967-1969	126	Stitched	15-1/2 x 10-1/2"
30 White	1969-1970	126	Stitched	15-1/2 x 10-1/2"
31 White	1970-1972	125	Stitched	15-1/2 x 10-1/2"
32	1973-1975	125	Stitched	15-1/2 x 10-1/2"
33	1975-1977	126	Stitched	15-1/2 x 10-1/2"
34	1977-1978	125	Stitched	15-1/2 x 10-1/2"
35	1978-1980	125	Stitched	15-1/2 x 10-1/2"
36	1980-1983	125	Stitched	15-1/2 x 10-1/2"
37	1983-1984	117	Stitched	15-1/2 x 10-1/2"
11C	1917-1918	52	Stitched	13-1/2 x 18-1/2"
12C	1918-1922	120	Stitched	15-1/2 x 10-1/2"
12W	1909-1910	480	Stitched	13-1/2 x 18-1/2"
13 C	1922-1927	120	Stitched	10-1/2 x 15-1/2"
13 W	1916-1918	83	Stitched	8-1/2 x 13-1/2"
14 C	1928-1933	120	Stitched	15-1/2 x 10-1/2"
14 W	1918-1920	120	Stitched	15-1/2 x 10-1/2"
15 C	1933-1940	120	Stitched	15-1/2 x 10-1/2"
15 W	1920-1922	52	Stitched	15-1/2 x 10-1/2"
16 W	1922-1924	120	Stitched	15-1/2 x 10-1/2"
27 W	1962-1964	125	Stitched	15-1/2 x 10-1/2"
MAR1914C	1914-1916	86	Stitched	19-1/4 x 8-1/4"

7 Microfilming

Miscellaneous Books	71-90
Will Books	30-33
Marriage Books	45-52

Finley, Carmen (Trigg County Clerk)

From: Finley, Carmen (Trigg County Clerk)
Sent: Thursday, July 22, 2021 3:15 PM
To: aloyd@us-imaging.com
Subject: FW: Invitation to Bid Proposal
Attachments: FY2022 Cycle 2 Invitation to Bid.pdf; FY2022 Cycle 1 Book Bid List.xlsx
Importance: High

Good afternoon, Alicia!

I am writing you to extend an invitation to bid on the digitizing, indexing and microfilming of some of Trigg County records. I have attached the Invitation for Bid Proposal.

In addition, I have attached a spreadsheet of the books that we need to have scanned, indexed, and microfilmed. As you may know, KDLA has asked that you make an on-site visit to review these records.

We look forward to hearing from you!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

INVITATION FOR BID PROPOSAL

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Signature/Title

Carmen Finley
Printed Name

July 22, 2021
Date

FY20222 Grant Invitation to Bid

Section #	Book#	Date Range	# Pages
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Miscellaneous Books to be Scanned (Already Indexed)

1	MC 5	1973-1974	307	Removable	11-1/2 x 18"
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Miscellaneous Books

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MC2	1959-1965	640	Removable	11-1/2 x 18"
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B	1835-1843	476	Removable	18 x 11-1/2"
C1	1843-1851	275	Removable	17-1/4 x 12-1/4
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L	1968-1980	604	Removable	11-1/2 x 18

Marriage Books

5 to be Indexed & Scanned

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Book#	Date Range	# Pages
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Marriage Books

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15 W	1920-1922	52	Stitched	15-1/2 x 10-1/2"
16 W	1922-1924	120	Stitched	15-1/2 x 10-1/2"
27 W	1962-1964	125	Stitched	15-1/2 x 10-1/2"
MAR1914C	1914-1916	86	Stitched	19-1/4 x 8-1/4

7

Microfilming

Miscellaneous Books	71-90
Will Books	30-33
Marriage Books	45-52

ADVERTISEMENT FOR BIDS

Website

Search



Trigg County Clerk (/)

Trigg County Clerk

Welcome

Welcome to the Trigg County Clerk website. Thank you for providing me the opportunity to serve as your County Clerk. I hope this website will help answer some of your questions concerning the duties of our office. The County Clerk's office is one with many responsibilities, which include:

- Motor vehicle and mobile home licensing
- Voter registration and elections
- Recording of important records (deeds, mortgages, releases, easements, wills, Notary bonds)
- Recording of Veterans' discharge papers (free of charge)
- Issuance of marriage licenses
- Processing of delinquent real estate taxes and administering tax sales

Our goal is to serve the public with courtesy and professionalism. We strive to provide a helpful, customer-friendly office.

If you have any questions that are not answered on this website, please do not hesitate to call us at 270-522-6661.



Carmen Finley, Trigg County Clerk

Invitation For Bid Proposal

The Trigg County Clerk's office will be accepting bids for the digitizing, indexing, and microfilming of some Trigg County records. These records will need to be incorporated in the Trigg County Clerk's CCLIX software and copied to Kentucky Department for Libraries and Archives (KDLA). Bid specs can be picked up at the Trigg County Clerk's Office at 38 Main Street, Cadiz, KY. Bids should be submitted to the Trigg County Clerk's office no later than August 23, 2021 to be considered.

VENDOR VISITS

FY2022 Grant Vendor Visits

	Date of Visit	Date Bid Rec'd	Indexing	Scanning	Uploading	Microfilm	
Vendor			Section 1	Section 2	Section 3	Section 4	Total
SMI	8/11/21-11:00 am	8/23/2021	\$26,828.00	\$9,875.00	\$625.00	\$1,245.00	\$38,573.00
Avenue	8/10/21-10:00 am	8/20/2021	\$27,262.50	\$9,915.91	\$659.28	\$1,269.24	\$39,106.93
Courthouse	8/17/21-9:00 am	8/23/2021	\$28,400.00	\$26,475.00	Included	No bid	\$54,875.00
US Imaging	No Visit	7/22/2021	no bid	no bid	no bid	No bid	no bid

BIDS/NO BIDS

FY2022 Grant Bids

	Date Bid Rec'd	Indexing	Scanning	Uploading	Microfilm	
Vendor		Section 1	Section 2	Section 3	Section 4	Total
SMI	8/23/2021	\$26,828.00	\$9,875.00	\$625.00	\$1,245.00	\$38,573.00
Avenue	8/20/2021	\$27,262.50	\$9,915.91	\$659.28	\$1,269.24	\$39,106.93
Courthouse	8/23/2021	\$28,400.00	\$26,475.00	Included	No bid	\$54,875.00
US Imaging	7/22/2021	no bid	no bid	no bid	No bid	no bid

Finley, Carmen (Trigg County Clerk)

From: Charles Bolton <Charles.Bolton@avenuinsights.com>
Sent: Thursday, August 19, 2021 9:06 PM
To: Finley, Carmen (Trigg County Clerk)
Subject: Fwd: Avenu Response to Trigg County for DPS 8.23.21.pdf
Attachments: Avenu Response to Trigg County for DPS 8.23.21.pdf

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

I just sent you the Avenu response to your bid but for some reason I accidentally sent it from my personal email. This is my business email. So you might be getting this twice. Please respond by way of email so that I know that you got this. We look forward to working with you.

Kind regards,

Charles T. Bolton
Avenu Insights & Analytics
Office 913-768-9688
Mobile 816-830-6616
Sent from my iPhone X

Begin forwarded message:

From: Charles Bolton <Charles.Bolton@avenuinsights.com>
Date: August 19, 2021

The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not guarantee that either are virus-free and accept no liability for any damage sustained as a result of viruses.



Trigg County Records, KY

INVITATION FOR BID

**DIGITIZATION AND MICROFILMING
OF OFFICIAL COUNTY RECORDS**



Submitted By:

Avenu/MuniServices/MuniServices, LLC
5860 Trinity Parkway, Suite 120
Centreville VA 20120
Attn Ann Kirkbride, Business Unit Director
☎ (714) 742-2445
✉ proposals@avenuinsights.com
🌐 www.avenuinsights.com

August 23, 2021

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Cover Letter

August 23, 2021

Trigg County Kentucky
Carmen Finley, Trigg County Clerk
P.O. Box 1310
Cadiz, KY 42211-1310

RE: Digitization and Microfilming of Official City Records

Dear Ms. Finley,

Avenu Insights and Analytics, LLC ("Avenu") is pleased to submit to Trigg County ("the County") our response to Invitation for Bids for Digitization and Microfilming Services of Official Records. Avenu is recognized as the nationwide leader in providing land records systems and computerized document indexing, imaging, workflow, and recording solutions.

Avenu's experts have decades of experience digitizing historical, legal, financial, and administrative records and over the course of these decades they have digitized, microfilmed, and transcribed billions of documents and images. Our experts have the capability to digitize, index and create microfilm for an unlimited number of documents in any format, size, and condition.

Avenu offers the County the following:

- ▶ **Experience:** We are a full-service provider and leader of digital processing services and records management solutions with over 40 years of history providing similar services to thousands of state and local governments just like the Trigg County.
- ▶ **Public Sector Experts:** Avenu has a team of extremely qualified experts that are solely focused on the public sector who truly understand the challenges cities and counties face. Avenu maintains the following State Archive Certifications for Microfilm, Georgia, South Carolina, New Jersey, New York, and West Virginia.
- ▶ **Proven Results:** We have an established track record of providing our clients with consistent and quantifiable results that measures in the billions of documents and images that have been secured from wear, tear, accidents, and natural disasters.
- ▶ **National Footprint:** With nearly 800 employees actively supporting more than 3,000 customers and clients in all 50 states Avenu has a national perspective provides that us with a unique understanding that other in-state and regional firms do not possess.
- ▶ **We Know Kentucky:** For almost a decade the Avenue team has maintained certification with the Kentucky Department for Libraries and Archives, in addition to the EPM Certification, formally Kodak Certification. Avenu understands the critical historic value and delicate nature of preserving our history.

At Avenu, we are proud of the strong partnerships we have developed with government customers across the nation. All services proposed will be performed by full-time Avenu managers and specialists with decades of experience in providing digital processing services to government clients throughout the nation.

Our goal is to provide the County with concierge-level service and ensure the County is supported along every step of the process. Avenu has designated Charles Bolton our Sales Executive, Charles.Bolton@avenuinsights.com, (913) 768-9688 and our Business Unit Director, Ann Kirkbride, as the County's Point of Contacts. Ann can be contacted by email at Ann.Kirkbride@avenuinsights.com or by phone at (714) 742-2445.

We look forward to the opportunity to form a partnership with the Trigg County. Avenu meets the certification requirements as laid out in the Invitation for Bid Proposal.

Thank you.



Mike Melka
Chief Financial Officer
Avenu Government Systems, LLC
E-Mail: Proposals@avenuinsights.com

1 Qualifications and Experience

1.1 ABOUT AVENU

Founded in 1978, Avenu Insights and Analytics, LLC is a privately held company that is devoted to helping state and local governments protect and preserve their client's historic records. As a state and local expert, Avenu has a national footprint of over 3,000 customers in all 50 states. Headquartered in the Washington DC Metro area, we serve clients with populations as small as 150 residents to large jurisdictions with more than two million citizens. As a reflection of Avenu's service and dedication to supporting state and local governments, for the last three (3) years, Avenu received industry-wide recognition by being listed on the GovTech 100 for helping state and local governments serve their citizens.

Over the last 40 years, Avenu's knowledgeable experts have digitized and transcribed billions of documents and images, securing from wear and tear, accidents, and natural disaster. Avenu understands the vital importance of these records and we can help preserve damaged historical books, or even replace damaged book volumes by combining scanning, printing, and document insertion techniques.

A hallmark of engaging Avenu is that local governments can expect our approach will involve concierge-level service with strategies and solutions that deliver positive results. Avenu ensures alignment with jurisdictions' overall objectives, provides regular communication, and puts plans in place to meet expectations. Avenu also applies its deep understanding of government and industry-specific issues, protects sensitive data, and creates solutions that cities are proud to showcase.

Avenu Qualification Highlights

- Over 40 years of experience
- Over billion documents processed annually
- Team of 105 Document Processing professionals
- Nationally recognized company for supporting State and Local Governments
- Unmatched dedication, experience, and demonstrated capability



Figure 1 -Avenu serves 3,000 state and local government customers from 14 offices.

Avenu offers our clients a complete suite of digital processing services with our ability to digitize, organize, automate, streamline, and transform their historic records.

1.2 AVENU-DEVELOPED TECHNOLOGIES

We are both a Technology and Services Company. Serving as one of our core competencies, Avenu's image conversion line of business has created solutions to better serve our customers. We have developed software called "PPA" for all scanning and data capture, utilizing SQL server databases in a highly scalable, multi-threaded environment with failover and redundancy protocols that can easily process 1,000 pages or a million pages, only limited by the amount of hardware we use.

Using our in-house proven solution and developed toolset for image enhancements and leading industry tools like Image Express, Adobe, and Lead Tools and our in house developed "Digital Magic to restore faded and damaged documents to offer a Best in Breed solution when converting any media to digital images.

PPA offers overall workflow and monitoring feeds that drill down to the user level, these data analytics are ported into our Reporting/Tracking Modules. This reporting module monitors current processing levels and quality measurements at the project level.

To accomplish scanning tasks, we use medium and high-volume production scanners. These scanners provide Virtual Rescan functionality and integrate with Kofax Ascent Capture 10.4.0 software. Our scanners are capable of providing black and white (bi-tonal) or color images in a variety of resolutions 100 – 600dpi true optical resolution.

1.3 PROJECT METHODOLOGY

The successful outcome of any project implementation efforts depends on an understanding and an adherence to project management principles and guidelines. Avenu has extensive experience in managing projects for on-site and off-site digitization of records. We are well-versed in the scanning of historically significant and fragile documents. We look forward to bringing this expertise to your archival project. Avenu has key staff who are subject matter experts (SMEs) in their field and bring decades of experience to each project. We utilize fully trained staff members that allow us to start the project quickly and effectively to meet contract delivery dates.

1.4 QUALITY CONTROL AND QUALITY ASSURANCE

Avenu strives to provide the highest quality of services available to the Client by employing QC methods and programs that far exceed typical industry standards.

Avenu's proven QC process throughout all scanning activities consists of many project controls. Our QC methodology ensures that rework is minimized, and deliverables are received by the Client on time. Standard within the Avenu workflow process is an integrated QC component.

The reporting process quickly identifies both production issues and any problems with individual operators, allowing quality management to determine the true root cause of errors.

The internal controls begin in the first stage of the project, where the team sets the performance methodology and standards. Avenu then tracks performance consistently through manual and automated means and compares actual performance against planned goals. In this way, Avenu experts detect project-wide and individual performance trends, both positive and negative.

1. First step to QC, Avenu Scanning Technicians constantly monitor the quality and accuracy of the scanning and can pause or reset the scanning equipment as needed. The completed image and index data are sent to our QC area for thorough inspection.
2. Every scanned document/page will be checked for clarity, alignment, orientation, contrast, and DPI to ensure image quality.
3. Each page is checked to ensure that all pages from the batch are captured and every document is in correct order and complete. If any work is below standards, the images are reworked, and the problems corrected.
4. 100% of the scanned items will go thru a different QC step at least three times to ensure accuracy. If accuracy falls beneath acceptable levels, the QC process is restarted. Avenu technicians will rescan any image that does not pass Quality Control.

1.5 FINAL QC AND VALIDATION

Once the QC and validation process is complete, Avenu will convert the indexed images into multi-page PDF files.

1. After conversion, a final QA is performed before output and delivery to the Client.
2. An exception report of any missing or unusable pages or any other anomaly that would cause an item to be incomplete or unusable, will be sent along with the delivery.
3. Exception handling is addressed at that time with the Client in order to furnish Avenu with instructions on how to handle the item.
4. Avenu stands behind every image scanned with a guarantee that the quality of the product we deliver is the best image possible from the original scanned document/microform with accurate indexing.

1.6 MICROFILM CREATION

With our conversion expertise and our fully equipped in-house laboratories and computer facilities, where we create one million frames per month, will be the final step in your project.

Avenu is a Kentucky Certified Vendor and also designated as a preferred vendor for government in the Kodak Document/Data Conversion Center Program. Kodak was acquired by Eastman Park Micrographics "EPM". EPM continually monitors our microfilm processing procedures and monthly designates Avenu microfilm laboratories as meeting and exceeding ANSI standards. The required tests are performed and tabulated daily and submitted monthly to the control laboratories at EPM. We have maintained this designation for decades. At the end of the proposal, you will find Avenu's EPM Certification for January 2021. EPM is an independent company that certifies your compliance with current ANSI standards.

Once the records are scanned Avenu transfers the images to PPA for Indexing. Indexing is a core competency for Avenu, we index government records daily for some of the largest counties in the country, Allegheny, PA an Avenu customer for 18 years records 150,000 documents a year, all indexed by Avenu staff. In addition to their daily recordings Avenu is in year two of a 4-year project to scan and index 3,000 books of Recorded documents representing 1,000,000 documents dating back to 1945. Documents are Indexed, indexed verified and a supervisor QA's 20% for a 3rd review to maintain our our accuracy of 99.%.

Once final checks are completed microfilm is created. We have extensive secure office and production facilities located in Dallas, Texas. These facilities are state-of-the-art, and they are fully equipped with the latest technology needed for this project or for any other work that we regularly perform for our customers throughout the nation. We have the capability of processing, viewing, and managing the production of digital documents through the use of our own production tools and equipment.

1.7 AVENU SECURE LAB LOCATIONS.

This industry-certified production lab has secure data storage and complete film processing capabilities, conversion laboratory and data entry teams. These facilities are exclusively used for the production and conversion of official public records. Our labs are key fob secured and only authorized personnel have access to these secure areas.

- ▶ Visitors must register before entering facility and the building is locked at all times.
- ▶ Facility has 24 x 7 manned securities.
- ▶ No general access is allowed in the production area unless registered at reception area.
- ▶ Facility has safeguards in place in case of a disaster (natural or otherwise).
- ▶ Facility has a backup and disaster recovery plan in place.
- ▶ Background checks are run on each employee.

1.8 DIFFERENTIATORS

1.8.1 Single Source Accountability.

Avenu offers a solution that provides across the board services. We offer all the services your office(s) will need, under one roof. This gives you our customers: single-source accountability. If a problem ever develops, there will be no delays waiting for subcontractors to act. We are entirely responsible for responding to any request, or solving issues to your complete satisfaction, quickly and efficiently.

1.8.2 Microfilm Experience.

Avenu has an experienced and dedicated team of 13 staff members dedicated to Microfilm production who have created billions of frames of microfilm records.

1.8.3 Safeguarding of Records

As a condition of initial or continued employment with Avenu, all employees are required to disclose detailed personal information in compliance with the requirements of the United States Government and other customers. The employees are required to complete United States Government and other related third-party documents, including but not limited to questionnaires, authorizations for release of information, disclosures of information, personal histories, and non-disclosures agreements.

All employees submit to initial and periodic background checks. Every new prospective employee undergoes a national background check, and three personal references are checked.

Avenu looks forward to partnering with the Trigg County to Digitize their historical records to archive them for the constituents they serve.

2 Bid Response

The Avenu Digital Processing Services Division is comprised of 118 highly experienced and tenured staff members. The experience and longevity of our staff ensure consistent management of the operational skills and finely tuned processes producing exceptional quality results.

2.1 PROPOSED SERVICES

#	Specification	Yes/No?	Comments
A	Scan, Film Miscellaneous Book MC5, one volume	✓ Yes	Avenu will scan these books onsite with a rotary/straight feed document scanner. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images will be formatted in a manner suitable for uploading into the City's Software Management Recording System.
B	Scan, Index, Film Miscellaneous Books MC1 – MC4, four volumes	✓ Yes	Avenu will scan these books onsite with a rotary/straight feed document scanner. Volumes MC1 and MC2 contain Photostats, which Avenu will transform with our proprietary Digital Magic software to render images that appear as black text on white paper. Avenu will index the documents by Book and Page Number, Names, and Filing Date. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images and Index data will be formatted in a manner suitable for uploading into the City's Software Management Recording System.
C	Scan, Index, Film Will Books A1 – G, nine volumes	✓ Yes	Avenu will scan these books onsite with a bound book scanner, which will provide protection of the fragile aged documents and bindings. In the case where two Wills appear on the same page, Avenu will crop the second Will on an image to create its own distinct image apart from the first Will and will annotate the second Will image with the Book and Page as originally found in the book. Avenu will index the documents by Book and Page Number, Names, and Filing Date. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images and Index data will be formatted in a manner suitable for uploading into the City's Software Management Recording System.
D	Scan, Tag/Link, Film Will Books H – L, five volumes	✓ Yes	Avenu will scan these books onsite with a bound book scanner, which will provide protection of the fragile aged documents and bindings. Avenu will link the images to the City's index by Book and Page Number. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images and Index data will be formatted in a manner suitable for uploading into the City's Software Management Recording System.

#	Specification	Yes/No?	Comments
E	Scan, Index, Film Marriage Books 1 – 10, 19 volumes	✓ Yes	Avenu will scan these books onsite with a bound book scanner, which will provide protection of the fragile aged documents and bindings. For Volumes 1, 9, and 10, Avenu Will crop and annotate distinct images with original Book and Page number and will marry the name images with their respective certificate images to create distinct, complete marriage files. Avenu will index the documents by Book and Page Number, Names, and Filing Date. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images and Index data will be formatted in a manner suitable for uploading into the City's Software Management Recording System.
F	Scan, Tag/Link, Film Marriage Books 11C – 31 and MAR1914C, 34 volumes	✓ Yes	Avenu will scan these books onsite with a bound book scanner, which will provide protection of the fragile aged documents and bindings. Avenu will link the images to the City's index by Book and Page Number. Avenu will create 16mm roll film of the images from these books in accordance with Kentucky Department for Libraries and Archives 725 KAR 1:050. Images and Index data will be formatted in a manner suitable for uploading into the City's Software Management Recording System.

2.2 PROJECT TIMELINE

Avenu will arrive on-site at the Trigg County Clerk's Office within 60 days of award of the bid or at a time shortly thereafter as requested by the Trigg County. We schedule your scanning project immediately after Project Kick-off meeting and are usually on-site within 30 days. Due to COVID restrictions we have lengthened to 60 days. The on-site work will be concluded within two weeks of start. The QC, OCR, Indexing, Filming and delivery of all film and digital images will be concluded within 5 months of the project start date.

2.3 IMAGE AND DATA LOAD TESTING

Avenu will provide a sample of data and images for the County to test importing of media and data into the County's Software Management System by the County. Image and data loading are outside the scope of this RFP. Avenu is system agnostic and provide data files for import as required by the County from CSV files to XLM data.

2.4 ON-SITE EXAMINATION

Avenu's on-site examination was completed on August 10, 2021 by our representative, Charles Bolton.

Our Findings: The County's records are well organized and stored in an orderly fashion. The records are stored in both mechanical and stitched bound books within the clerk's office. Book sizes and quality vary across the collection, consisting of Will, Marriage & Miscellaneous Volumes,

- ▶ With the collection for this scanning initiative there are a total of 71 bound volumes of records. Of the volumes, there are 53 stitched volumes and 18 mechanical (removable) volumes.

- ▶ Additionally, there are 31 volumes requiring both scanning and indexing. The remaining 40 volumes will be scanned and are already indexed by the clerk's staff.
- ▶ Books sizes range from 7 ½" to 18" in Width and 12" to 18" in Length.
- ▶ Most of the collection contains handwritten information except the volumes from the miscellaneous section being typed.
- ▶ Within the miscellaneous volumes there are photostats present in two volumes.
- ▶ The requested level of indexing for this initiative is document level. Within the identified scan eligible records, it is estimated there are a total of 24,042 documents. Of this volume, it is estimated there are 17,122 documents requiring full indexing and there are 6,922 documents that already contain indexing information in the Software Management Solution.
- ▶ The Miscellaneous and Will books contain instances of multiple documents per page (early years), and it is the desire of the clerk to have a one-to-one ratio of a document to an individual image for these instances.
- ▶ Indexing will be manual data entry from each scanned document.
- ▶ Redaction Services of Social Security Numbers is not required for this initiative.
- ▶ Optical Character Recognition (OCR) services is not required for this scanning initiative.

DM Photostat enhancement includes Polarity reversal of the photostats contained within the miscellaneous volumes will be required for the final delivered image. Any faded images will be enhanced to deliver the best readable image of the document using our DM enhancement technology and is priced below based on estimated photostat page counts.

3 Pricing

Avenu's on-site mobile scan teams scanned 5 million pages on-site at our customer's locations in 2020. We understand these historical artifacts are the only copy of the County's history. Avenu

Service	Section Number	Section Description	Total Units	Price per Unit	Pricing Totals
Index Handwritten Docs	1	Indexing	11,970	\$1.75	\$20,947.50
Index Typed Docs	1	Indexing	5,052	\$1.25	\$6,315.00
Section 1 Subtotal		\$27,262.50			
Onsite Project Set-up	2	Scanning	1	\$1,500.00	\$1,500.00
Scan Bound Books	2	Scanning	18,498	\$0.39	\$7,214.22
Scan Loose Books	2	Scanning	2,833	\$0.18	\$509.94
DM-Photostat Enhancement	2	Scanning	687	\$0.25	\$171.75
Split/Crop Multi Docs on Image/ Annotate with New Page Number	2	Scanning	10,400	\$0.05	\$520.00
Section 2 Subtotal		\$9,915.91			
Tag & Link to Existing Index	3	Uploading	8,241	\$0.08	\$659.28
Image to Film	4	Microfilming	31,731	\$0.04	\$1,269.24
TOTAL					\$39,106.93

4 References

Reference #1: Hopkins County Clerk's Office

Name and Title:	Jenny Menser, Deputy Clerk
Address:	24 Union Street, Madisonville KY 42431
Phone:	270-821-7361 x3
Email:	jenny.menser@ky.gov
Project Description:	On-site book Scanning Services, Indexing and Image Cleanup of Official Records in 2020

Reference #2: Allegheny County, PA

Name and Title:	Brian Brodeur, Records Director
Address:	542 Forbes Ave # 101, Pittsburgh PA 1521902630
Phone:	412-350-4552
Email:	brian.brodeur@AlleghenyCounty.US
Project Description	Onsite Scanning of 3,537 Deed Volumes 1948 to 1985, Indexing, Photostat Image enhancements, Document splitting. Contract \$2.2M

Reference #3: Cooke County, TX

Name and Title:	Pam Harrison County Clerk
Address:	101 S Dixon, Gainesville TX 76240
Phone:	940-668-5420
E-Mail:	pam.harrison@co.cooke.tx.us
Project Description:	Full-service indexing, historical scanning and indexing back to inception 1.675M pages scanned, 472K documents indexed in our current project. Pam Harrison, County Clerk noted regarding our services, "Great customer service!"

5 Attachments

On the following pages, please find the below listed attachments:

- ▶ Eastman Park Micrographics (EPM) Quality Monitoring Test
- ▶ Eastman Park Micrographics (EPM) Residual Thiosulfate Analysis

Finley, Carmen (Trigg County Clerk)

From: charlie@courthousecomputersystems.com
Sent: Monday, August 23, 2021 12:05 PM
To: Finley, Carmen (Trigg County Clerk)
Cc: 'Joe Powers'
Subject: RE: Bid Proposal
Attachments: TriggDigitizationAndIndexing2021.pdf
Importance: High

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Hi Carmen,

Please find the attached response to the bid. Joe and I both are excited to have an opportunity to work with you on this important project.

Our bid response is structured in four sections to correspond to the adjustment to the specified sections that you emailed Joe on August 11th, instead of the original seven sections.

If you have any questions or concerns, please let me know. If you could please respond that you have received it I would appreciate it.

Thank You!

Charlie

Charlie Roederer
Courthouse Computer Systems
Charlie@CourthouseComputerSystems.com
(O) 1-855-COURT-IT ext 801
(C) 919-632-9360

From: Finley, Carmen (Trigg County Clerk) <Carmen.Finley@ky.gov>
Sent: Friday, August 20, 2021 12:16 PM
To: charlie@courthousecomputersystems.com
Subject: RE: Bid Proposal

The bids are due on Monday, August 23, 2021.

Carmen

From: charlie@courthousecomputersystems.com <charlie@courthousecomputersystems.com>
Sent: Friday, August 20, 2021 10:21 AM
To: Finley, Carmen (Trigg County Clerk) <Carmen.Finley@ky.gov>
Subject: Bid Proposal

Good Morning Carmen!

I hope that you are doing well. I just wanted to follow-up regarding the due date for bid responses. As you know, Joe was in your office conducting an on-site survey earlier this week. In his notes he mentioned that the responses were to be received by 8/20 at 4:30 (today). However, the "Invitation for Bid Proposal" we received mentions 8/23. Has the Invitation for Bid Proposal been amended and we need to receive a revised version, or are the bids still due on Monday? I just want to make sure that we do not miss out on the opportunity to bid. We are definitely planning to have our proposal together by Monday.

Best,
Charlie

Charlie Roederer
Courthouse Computer Systems
Charlie@CourthouseComputerSystems.com
(O) 1-855-COURT-IT ext 801
(C) 919-632-9360



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www.CourthouseComputerSystems.com

August 23, 2021

Honorable Carmen Finley
Trigg County Clerk
38 Main Street
Cadiz, KY 42211

Dear Hon. Carmen Finley,

Courthouse Computer Systems is pleased to have the opportunity to respond to your Invitation for Bid Proposal. We are excited about the possibility to provide your office with the highest quality digital images and indexing records for many years' worth of Trigg County will, marriage, and miscellaneous records. We are responding with a proposal for the revised Sections 1 – Indexing and Section 2 – Scanning of your specification sheet. Our intention is to scan and index all books included in sections 1 through 6 of the original bid specification and provide a copy of the images and index records to both Software Management for inclusion in your existing CCLIX system and KDLA. To facilitate easy import of the index information and images into CCLIX, we will be providing the records in a standard format that our companies have previously agreed to use for transferring data.

Courthouse Computer Systems is dedicated to ensuring that our services are affordable to the counties that we serve. Please review the enclosed document that communicates our understanding of the project and commitment to providing the highest quality results.

If you have any questions about the proposal or would like to make any changes, please do not hesitate to contact me. I am excited about the opportunity to help Trigg county both preserve its history and make its history more accessible to its citizenry.

Sincerely,

A handwritten signature in black ink that reads 'Charles A. Roederer, III'. The signature is written in a cursive style with a large, stylized 'C' and 'R'.

Charles A Roederer, III
President

UNDERSTANDING OF PROJECT OBJECTIVES

Courthouse Computer Systems is to scan and index 4 Miscellaneous books, 8 Will books, and 19 Marriage books. Additionally, Courthouse Computer Systems will scan (but not index) 1 already indexed Miscellaneous book, 5 already indexed Will books, and 34 already indexed Marriage books. There are 72 books total.

Company Representative Joe Powers conducted an onsite assessment on 8/17/2021 of the source pages to be scanned and indexed, so we are acutely aware of the different sizes and condition of the source records. The source records largely include sewn in pages that require specialty scanning equipment or photostat images (white text on black background). Almost all of the records for this project require extensive image enhancement.

PROJECT DETAILS

All pages will be scanned, individually quality assured, digitally enhanced, and rescanned where necessary. Courthouse Computer Systems utilizes custom developed tools that in many cases output a more readable image than the source document.

Images are digitally enhanced by lightening, darkening, adjusting contrast, reducing noise, and cropping to deliver the highest quality image possible. These techniques are particularly beneficial with older records. The final version of images is guaranteed to be of high quality.

Courthouse Computer Systems will perform all document scanning onsite. The original materials will always remain in the Trigg County Clerk's office. Courthouse Computer Systems will setup its scanning equipment in the Customer's workplace. Quality assurance and image enhancement may occur onsite or offsite using the digital representation of the original materials.

All work will be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives stated in KAR 1:050

All index entries will either be double keyed or double reviewed to ensure the highest possible accuracy.

PROJECT PRICING

SECTION 1

Indexing

\$28,400.00

SECTION 2

Scanning

\$26,475.00

SECTION 3

Providing Images and Index Data to SMI and KDLA

INCLUDED

SECTION 4

NO BID

Finley, Carmen (Trigg County Clerk)

From: Jackie Arnold <jarnold@smllc.us>
Sent: Monday, August 23, 2021 1:35 PM
To: Finley, Carmen (Trigg County Clerk)
Subject: Response to Grant Project Invitation for Bid Dated July 22
Attachments: Trigg Co Bid Proposal for Scanning & Indexing.pdf

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Hi Carmen,
I have attached our bid proposal for your grant project here. Thank you very much for the opportunity to bid your project and please don't hesitate to contact me if you have any questions.

I look forward to hearing from you soon. Good luck on your grant application!

Jackie

Jackie Arnold

Account Manager
Software Management LLC
Cell: (502) 708-7068





**TRIGG COUNTY CLERK'S OFFICE
RESPONSE TO INVITATION FOR BID
DATED JULY 22, 2021**

This proposal includes the work product and consulting services of Software Management LLC. It may not be used or disclosed outside the Trigg County Clerk's Office, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the Trigg County Clerk's Office may result in billing for these services. This restriction does not limit the Trigg County Clerk's Office right to use information contained herein if it is obtained from another source without restriction.

Software Management LLC is pleased to present this proposal to digitize, index, upload/import images and indexes and security microfilm permanent records for Trigg County. All work will be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050 and those outlined in in Microfilming and Digital Imaging of Public Records: A Procedural Guide. Our team will provide Trigg County with the highest possible quality and accuracy. We thoroughly understand the county's media, system and requirements.

An Onsite Examination was conducted August 11, 2021

Section 1: Scan (on-site) the following books and provide KDLA with all Images

Miscellaneous books Series # L1753

MC1	1945-1961	650- loose pages & maps	Mechanical	12x18
MC2	1959-1965	670- loose pages & maps	Mechanical	12x18
MC3	1966-1970	668- loose pages & maps	Mechanical	12x18
MC4	1970-1973	608- pages 187-608 photostats	Mechanical	12x18
MC5	1973-1974	307- pages 1-266 photostats	Mechanical	12x18

Will Books Series# L1315

A1	1820-1835	228- handwritten, encapsulated	Mechanical	17 ½ x 12 ½
A2	1820-1835	458- handwritten, encapsulated	Mechanical	17 ½ x 12 ½
B	1835-1843	476- handwritten, encapsulated	Mechanical	18 x 12
C1	1843-1851	275- handwritten, encapsulated	Mechanical	17 ½ x 12 ½
C2	1843-1851	562- handwritten, encapsulated	Mechanical	17 ½ x 12 ½
D	1851-1855	638- hand written	Sewn	11x17
E	1855-1860	643- handwritten	Sewn	11x17
F	1860-1865	560- handwritten	Sewn	11x17
G	1865-1868	554- handwritten	Sewn	12x18
H	1868-1871	562- handwritten	Sewn	12x18
I	1871-1875	639- handwritten	Sewn	12x18
J	1875-1922	479- handwritten	Sewn	11x16
K	1922-1968	600	Mechanical	12x18
L	1968-1980	604	Mechanical	12x18

Marriage Books Series # L1234 (*C = Colored & W = White & NN = Not Named/ Not Numbered)

1	1820-1857	190- handwritten, encapsulated	Mechanical	13x9
2A	1853-1857	241- handwritten, encapsulated	Mechanical	13x 9
2B	1871-1875	495- handwritten, loose pages	Sewn	14 x 8½
3A	1857-1860	475- handwritten	Sewn	8x12
3B	1875-1881	241- handwritten	Mechanical	14½ x 14½
4A	1860-1864	557- handwritten, loose pages	Sewn	8x12
4B	1881-1885	278- handwritten, loose pages	Sewn	8½ x14

Marriage Books Continued:				
5	1864-1867	576- handwritten, loose pages	Sewn	8½ x 14
Colored	1866-1877	177- handwritten, encapsulated	Mechanical	9 x 13
6	1867-1869	335- handwritten	Mechanical	9 x 14
7A	1869-1873	525- handwritten, loose pages	Sewn	9x14
*NN	1881-1908	236- handwritten	Sewn	8½ x 13½
*NN	1885-1889	377- handwritten, encapsulated	Mechanical	9½ x 14½
*NN	1889-1901	265- handwritten, loose pages	Sewn	8½ x 13½
*7C	1901-1906	688- handwritten, loose pages	Sewn	8½ x 13½
*8C	1906-1908	500- handwritten, loose pages	Sewn	8½ x 13½
Colored	1910-1914	309- handwritten	Sewn	8½ x 13½
9	1869-1888	391- handwritten, 1760 documents	Mechanical	11½ x 18
*10W	1888-1914	451- handwritten, encapsulated, 2030 documents	Mechanical	16½ x 11½
*16C	1940-1966	118	Sewn	15½ x 10½
*17W	1924-1927	220- loose pages	Sewn	15½ x 10½
*17W/C	1966-1973	125	Sewn	15½ x 10½
*18W	1927-1929	220- loose pages	Sewn	15½ x 10½
*19W	1929-1931	220- loose pages	Sewn	15½ x 10½
*20W	1931-1932	220- loose pages	Sewn	15½ x 10½
*21W	1932-1934	200- loose pages	Sewn	15½ x 10½
*22W	1934-1935	150- loose pages	Sewn	15½ x 10½
*23W	1935-1940	540- loose pages	Sewn	15½ x 10½
*24W	1940-1958	438- loose pages	Sewn	15½ x 10½
*25W	1958-1960	145- loose pages	Sewn	15½ x 10½
*26W	1960-1962	125	Sewn	15½ x 10½
*28W	1964-1966	126	Sewn	15½ x 10½
*29W	1967-1969	126	Sewn	15½ x 10½
*30W	1969-1970	126	Sewn	15½ x 10½
*31W	1970-1972	125	Sewn	15½ x 10½
32	1973-1975	125	Sewn	15½ x 10½
33	1975-1977	126	Sewn	15½ x 10½
34	1977-1978	125	Sewn	15½ x 10½
35	1978-1980	285- loose pages	Sewn	15½ x 10½
36	1980-1983	250- loose pages	Sewn	15½ x 10½
37	1983-1984	351	Sewn	15½ x 10½
*11C	1917-1918	52	Sewn	13½ x 18½
*12C	1918-1922	150- loose pages	Sewn	15½ x 10½
*12W	1909-1910	480	Sewn	13½ x 18½
*13C	1922-1927	170- loose pages	Sewn	10½ x 15½
*13W	1916-1918	83	Sewn	8½ x 13½
*14C	1928-1933	145- loose pages	Sewn	15½ x 10½

*14W	1918-1920	120	Sewn	15½ x 10½
*15C	1933-1940	120	Sewn	15½ x 10½
*15W	1920-1922	139- loose pages	Sewn	15½ x 10½
*16W	1922-1924	120	Sewn	15½ x 10½
*27W	1962-1964	125	Sewn	15½ x 10½
*1914C	1914-1916	86	Sewn	19½ x 8½

Total Cost for Section I = \$9,875.00

Section 2: Create Indexes for the following recorded documents and provide Trigg County clerk's office with digital index that can be imported to current land records management system (For your convenience, our processes and full indexing criteria is listed on page 6 of this bid response)

Miscellaneous Books Series #L1753

MC4	1970-1973	608- pages 187-608 photostats, 1,216 documents	Mechanical	12x18
MC3	1966-1970	638- +30 maps, 1,276 documents	Mechanical	12x18
MC2	1959-1965	640- + 30 maps, 1,280 documents	Mechanical	12x18
MC1	1945-1961	640- +10 maps, 1,280 documents	Mechanical	12x18

Will Books Series #L1315

A1	1820-1835	228- handwritten, encapsulated, 152 documents	Mechanical	17 ½ x 12 ½
A2	1820-1835	458- handwritten, encapsulated, 306 documents	Mechanical	17 ½ x 12 ½
B	1835-1843	476- handwritten, encapsulated, 318 documents	Mechanical	18 x 12
C1	1843-1851	275- handwritten, encapsulated, 184 documents	Mechanical	17 ½ x 12 ½
C2	1843-1851	562- handwritten, encapsulated, 375 documents	Mechanical	17 ½ x 12 ½
D	1851-1855	638- hand written, 426 documents	Sewn	11x17
E	1855-1860	643- handwritten, 429 documents	Sewn	11x17
F	1860-1865	560- handwritten, 374 documents	Sewn	11x17
G	1865-1868	554- handwritten, 370 documents	Sewn	12x18

Marriage Books Series #L1234

1	1820-1857	190-handwritten, encapsulated, 190 documents	Mechanical	13x9
2A	1853-1857	241- handwritten, encapsulated, 241 documents	Mechanical	13x 9
2B	1871-1875	495-handwritten, loose pages, 495 documents	Sewn	14 x 8 ½
3A	1857-1860	475-handwritten, 475 documents	Sewn	8x12
3B	1875-1881	241-hanwritten, 241 documents	Mechanical	14 ½ x 14 ½
4A	1860-1864	557- handwritten, loose pages, 557 documents	Sewn	8x12
4B	1881-1885	278- handwritten, loose pages, 278 documents	Sewn	8 ½ x14
5	1864-1867	576- handwritten, loose pages, 576 documents	Sewn	8 ½ x14
Colored	1866-1877	177- handwritten, encapsulated, 177 documents	Mechanical	9 x 13
6	1867-1869	335- handwritten, 335 documents	Mechanical	9 x 14
7A	1869-1873	525- handwritten, loose pages, 525 documents	Sewn	9x14
*NN	1881-1908	236- handwritten, 236 documents	Sewn	8 ½ x 13 ½

*NN	1885-1889	377- handwritten, encapsulated, 377 documents	Mechanical	9 ½ x 14 ½
*NN	1889-1901	265- handwritten, loose pages, 265 documents	Sewn	8 ½ x 13 ½
7C	1901-1906	688- handwritten, loose pages, 688 documents	Sewn	8 ½ x 13 ½
8C	1906-1908	500- handwritten, loose pages, 500 documents	Sewn	8 ½ x 13 ½
Colored	1910-1914	309- handwritten, 309 documents	Sewn	8 ½ x 13 ½
9	1869-1888	391- handwritten, 1,760 documents	Mechanical	11 ½ x 18
10W	1888-1914	451- handwritten, encapsulated, 2,030 documents	Mechanical	16 ½ x 11 ½

Total documents to be index: 18,241

Total Cost for Section 2 = \$26,828.00

Section 3: Import (sections 1 & 2) digital images and digital indexes to current land records management system - *Costs include transfer of digital images & Indexes to KDLA*

- 48,635,000 images
- 18,241 recorded document indexes

Total Cost for Section 3 = \$625.00

Section 4: Convert digital images to 16mm security microfilm

Description	Images	Film	Rolls
L1753 Miscellaneous Books - Vols. 71-90	16,500	100'	6
L1315 Will Books – Vols. 30-33	3,400	100'	2
L1234 Marriage Books – Vols. 45-52	2,400	100'	1

Total Estimated Images: 22,300

Total Cost for Section 4 = \$1,245.00

Document Indexing

- **Double Index and Verify** - Our indexing specialists will view the TIFF images at their full original letter/legal size on a 20" portrait monitor. Team 1 will key 100% of the fields listed below exactly as they appear on the originally recorded document to create database 1 for approximately 80,000 documents. Team 2 will key 100% of the fields listed below exactly as they appear on the originally recorded document to create database 2 for the same 80,000 documents. Our software will compare Database 1 and 2 against each other and present any mismatches to our most experienced Quality Control staff that will make necessary corrections.

Full Index Fields to be Indexed & Verified – Miscellaneous Records:

- 1) Book-Page Number
- 2) Date Recorded
- 3) Document Type
- 4) Grantor – All
- 5) Grantee – All
- 6) Brief Legal Description, to include:
 - a) Subdivision
 - b) Lot
 - c) Block
 - d) Section
 - e) Township
 - f) Range

Full Index Fields to be Indexed & Verified – Will Records:

- 1) Book-Page Number
- 2) Date Recorded
- 3) Document Type
- 4) Grantor – All

Full Index Fields to be Indexed & Verified – Marriage Records:

- 1) Book-Page Number
- 2) Date Recorded
- 3) Document Type
- 4) Bride Name
- 5) Groom Name

- **Delivery and Import** – Images and indexes will be formatted for the County's Land Records Management System.

Finley, Carmen (Trigg County Clerk)

From: Alicia Floyd <afloyd@us-imaging.com>
Sent: Thursday, August 5, 2021 12:50 PM
To: Finley, Carmen (Trigg County Clerk)
Subject: RE: Invitation to Bid Proposal

Good afternoon, Carmen!

Thank you for following up. US Imaging will be partnering with Software Management to bid on this project. It is my understanding that one of their representatives will be contacting you to conduct the inventory visit.

Have a great day!
Alicia

From: Finley, Carmen (Trigg County Clerk) <Carmen.Finley@ky.gov>
Sent: Thursday, August 5, 2021 11:39 AM
To: Alicia Floyd <afloyd@us-imaging.com>
Subject: FW: Invitation to Bid Proposal
Importance: High

Good afternoon, Alicia!

I just wanted to follow up with you to see when you can visit our office and review our records.

Thank you!

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661

From: Finley, Carmen (Trigg County Clerk)
Sent: Thursday, July 22, 2021 3:15 PM
To: afloyd@us-imaging.com
Subject: FW: Invitation to Bid Proposal
Importance: High

Good afternoon, Alicia!

I am writing you to extend an invitation to bid on the digitizing, indexing and microfilming of some of Trigg County records. I have attached the Invitation for Bid Proposal.

In addition, I have attached a spreadsheet of the books that we need to have scanned, indexed, and microfilmed. As you may know, KDLA has asked that you make an on-site visit to review these records.

We look forward to hearing from you!

Sincerely,

Carmen Finley
Trigg County Clerk
Phone: 270-522-6661